Programme Officer, Conservation Leadership Programme

“In the past century Fauna & Flora has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough, Fauna & Flora Vice-president
Conservation Leadership Programme

The Conservation Leadership Programme (CLP) is a world-renowned early-career leadership development initiative. Over more than three decades, CLP has directed over $10 million towards conservation and capacity building activities, supporting ~3,000 early-career conservationists from around the world. We have supported over 850 projects in >100 countries, provided ~150 paid career placements and trained >1,000 early career leaders. The Programme nurtures a spirit of shared learning and unity through cultivation of a vibrant and interconnected community: the CLP Alumni Network. CLP alumni have discovered new species, established their own non-governmental organisations to continue delivering conservation actions and used their results to designate important conservation sites. CLP alumni have demonstrated their credibility and positioned themselves as subject experts, spokespeople and decision-makers who play pivotal roles in driving forward positive conservation impacts.

The Programme’s success in building capacity and achieving positive outcomes for biodiversity pivots around a long-term relationship that has been established and maintained between three leading conservation organisations – Fauna & Flora international, BirdLife International and the Wildlife Conservation Society. Together, we recognize that the magnitude of work and the speed at which is required is too great for us to effectively undertake individually.

CLP Partner Organisations

**BirdLife International** is a global family of over 118 national Partners covering all continents, landscapes and seascapes. BirdLife is driven by its belief that local people, working for nature in their own places but connected nationally and internationally through the global Partnership, are the key to sustaining all life on this planet.

**The Wildlife Conservation Society (WCS)** saves wildlife and wild places worldwide through science, conservation action, education, and inspiring people to value nature. WCS harnesses the power of its Global Conservation Program in nearly 60 nations and in all the world’s oceans. WCS combines its expertise in the field, zoos, and aquarium to achieve its conservation mission.

**Fauna & Flora** will host this role. Fauna & Flora saves species from extinction and habitats from destruction, while improving the livelihoods of local people. Our guiding principles are to work with and alongside local partnerships, act as a catalyst for change, make conservation relevant, and base decisions on sound science. Founded in 1903, Fauna & Flora is the world’s longest established international conservation body; our conservation work, and impact, spans the globe.

At Fauna & Flora, CLP is nested within the Conservation Capacity & Leadership Team. Long-term conservation success depends on developing a network of committed individuals and institutions that are strong enough and effective enough to address the threats to our natural world. The Conservation Capacity & Leadership team work across Fauna & Flora’s international portfolio to create opportunities for staff, partners and beyond to maximise their potential for conservation good.
The Opportunity

Fauna & Flora is seeking qualified candidates for the position of Programme Officer to deliver a diverse range of work for CLP. The successful candidate will work with the Executive Manager, CLP Management team in identifying and supporting early-career conservationists through granting and managing project funds (team awards), selection and recruitment of career placements at Fauna & Flora partner offices overseas (previously known as internships), planning and facilitating workshops, delivering training, mentoring grantees, evaluating the impact of aforementioned activities and marketing CLP support mechanisms through presentations. As part of Fauna & Flora’s Conservation Capacity & Leadership team in Cambridge, you will also engage in meetings and activities to build capacity across Fauna & Flora’s Conservation Partners.

You will have strong relevant experience in individual capacity building and / or grant management and a demonstrable interest in supporting early-career professionals. You will be a self-motivated team player and enjoy working in a variety of environments, including overseas training locations, where the ability to respond swiftly to changing team and programme needs is paramount. With a keen eye for detail and analytical mind, you will be highly competent at reviewing proposals, reports, budgets and financial summaries and providing feedback to funding applicants and Fauna & Flora staff in a concise and considerate manner. Your excellent interpersonal skills will enable you to build strong working relationships with colleagues in the UK and overseas, and also with members of the CLP Alumni Network. With excellent communication skills, you will have a proven ability to deliver presentations and write for a range of audiences, especially international audiences. Fluency in English is essential.

In return, the role offers the opportunity to work within a ground-breaking organisation, at the forefront of global conservation, with generous pension contribution, attractive annual leave allowance and life insurance.

Our offices are located in The David Attenborough Building in central Cambridge, just a few minutes’ walk from glorious historic buildings and museums, the picturesque River Cam, the central market and shopping centre, and a host of cafés and restaurants.

International travel is required, with approximately 3 weeks spent overseas including 2-weeks at CLP’s Conservation Management & Leadership training every year.

Terms and Conditions

Start Date: As soon as possible

Duration of Contract: Permanent

Probation Period: Six months

Gross Salary Range: Circa £26,000
Location:  Fauna & Flora, Cambridge
Current policy offers partial remote working within the UK

Benefits:  25 working days’ annual holiday entitlement plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time Fauna & Flora UK offices are closed.

For employees on UK-based contracts, Fauna & Flora currently provides a pension contribution of 8% of salary after 3 months’ continuous employment.

Group Life insurance, currently set at a benefit of 4 x basic salary

Hours of Work:  This is a full-time position, working 37.5 hours per week, Monday to Friday inclusive.

Job Description

Job Title:  Programme Officer, Conservation Leadership Programme

Reporting to:  Executive Manager, Conservation Leadership Programme

Key Internal Relationships:  Director, Conservation Capacity & Leadership
Senior Programme Manager, Conservation Capacity & Leadership
Communications Executive, Conservation Leadership Programme
CLP interns
Fundraising Department
Conservation Science & Design Team

Key External Relationships:  CLP Executive Committee and Management Team (4 people, 2 at BirdLife International and 2 at Wildlife Conservation Society)
Purpose:
To play a central role in the successful delivery of the Conservation Leadership Programme. Delivering the Fauna & Flora elements of the programme, including building capacity of early career conservationists, managing sub-grants for awardees, the recruitment, selection and delivery of CLP career placements across the partnership, donor reporting and measuring the impact of these activities. The Programme Officer will act as a central point of contact for CLP’s work in Cambridge and will also be a core member of Fauna & Flora’s Conservation Capacity & Leadership team, supporting Fauna & Flora’s Conservation Partnerships.

Responsibilities:

Team Awards
• Manage annual CLP processes and procedures for CLP Follow-up and Leadership awards including: revision of application materials on an annual basis, review of materials on CLP’s online awards portal, pre-application review and advising applicants on project design.
• Coordinate external review of logical frameworks from awards process and support applicants in submitting their applications.
• Develop relevant consultancy contracts e.g. for the external review of logical frameworks, ensuring adherence to internal policies, procedures and templates.
• Conduct an initial review of applications for CLP Team Award funding to check for eligibility.
• Recruit reviewers within Fauna & Flora and externally to conduct voluntary reviews of eligible CLP applications.
• Encourage applications for CLP opportunities, and promotion of CLP at events in the UK and abroad.
• For successful Follow-up and Leadership grantees request and compile all relevant grant documentation including finalised proposals, contracts and teaming agreements to ensure timely grant disbursements.
• Design and lead induction calls for successful Follow-up and Leadership grantees.
• Maintain close communication with grantees to monitor progress throughout project delivery and support grantees- either in terms of professional development or with project implementation –as requested.

Career Placements
• Advertise paid CLP career placement opportunities within Fauna & Flora, supporting proposal development and updating annual application materials.
• Lead review of proposals, candidates and draft agreements for candidates and supervisors.
• Manage CLP’s wider career placement scheme across the CLP partner organisations, updating partner guidelines, reviewing proposals and candidates.
• Coordinate the integration of successful individuals into the CLP alumni network, monitoring progress during placements and compiling reports post-placement.
• Coordinate inductions and group networking calls across the CLP partnership.
• Compile reports on career placements across the CLP partnership.
• Manage the development and content of a quarterly newsletter.

Training and facilitation
• Plan, design and deliver regional training events aimed at building the capacity of early-career conservationists from eligible countries in Project Planning and Fundraising (1-2 per year). This involves logistics planning, developing consultancy contracts, designing training content, delivering training content and communicating with training participants before, during and after each training.
• Work with the CLP team to co-organise and deliver CLP’s annual Conservation Management & Leadership training course for award winners. This involves designing and delivering some modules.

Administration
• Keep all CLP materials, files and folders up to date and on the programmes OneDrive archive.
• Record and maintain up to date information regarding team awards and career placements on CLP’s ACT database.
• Liaise with Fauna & Flora finance and legal teams to ensure that all grant and sub-grant documentation is reviewed and approved for timely processing of payments to grantees Team Awards), sub-grantees and internal Fauna & Flora programmes (Career Placements).

Alumni Network Support
• Support members of the global CLP Alumni Network with ongoing professional development.
• Represent CLP and Fauna & Flora at meetings related to but not limited to advancing capacity building initiatives to an internal and external audience.
• Encourage CLP alumni to apply for other CLP funding (Follow-up and Leadership awards, travel grants, learning exchange grants and networking grants) as well as external funding sources and scholarship opportunities. This may involve reviewing grant and scholarship applications.

Financial Management, Reporting, Monitoring & Evaluation
• In collaboration with the Conservation Science and Design Team at Fauna & Flora, lead in the ongoing development of a Monitoring, Evaluation and Learning system and manage processes for the effective monitoring and evaluation of CLP activities, enabling adaptation as required to meet project aims, objectives and timelines, and supporting the dissemination of lessons learned.
• Manage and assist across the CLP partnership in data collection, analysis, interpretation, and presentation, and ensure that M&E indicators are designed and tracked correctly.
• Manage a number of CLP funds as directed by the Executive Manager, Conservation Leadership Programme, ensuring compliance with internal financial policies and procedures, contracts and grant agreements.
• Ensure all relevant fund documentation is up to date and stored in the relevant folders.
• Compile internal quarterly narrative and financial reports on activities, outcomes and impacts related to Follow-up and Leadership awards, career placements, training and alumni engagement.
• Prepare and input into accurate narrative and financial donor reports.
• Contribute to the drafting of CLP’s annual report.

Programme Development
• Proactively develop and nurture relationships with prospective and existing funders and donors, ensuring open and regular communication, as directed by the Executive Manager, Conservation Leadership Programme.
• Co-develop funding proposals to resource CLP initiatives, as directed by the Executive Manager, Conservation Leadership Programme.
• Provide support to the Executive Manager in strategic development of CLP.

Other
• Ensure that CLP is recognised and integrated within Fauna & Flora through communicating results, promoting CLP support mechanisms (team awards, career placements and training), requesting reviews of CLP applications and networking alumni with Fauna & Flora staff.
• Carry out any other programme duties as agreed with CLP Executive Manager.
• Contribute to Fauna & Flora capacity development initiatives and strategies.
• Attend and contribute to bi-monthly Conservation Capacity & Leadership team meetings as well as engaging across Fauna & Flora’s wider Cross-cutting Programme on initiatives related to capacity development.
• Supervise interns and volunteers when required.
• Liaise pro-actively and diplomatically at all levels with the global, regional and national components of Fauna & Flora, Birdlife International and Wildlife Conservation Society networks to build engagement, enthusiasm and commitment to develop CLP. Additional liaison will take place within other conservation leadership and conservation capacity building networks.
• Represent Fauna & Flora in external fora (e.g. CCI), to collaborate, exchange and further develop organisational knowledge and initiatives.
• Undertake international travel to project sites as required.

Person Specification

<table>
<thead>
<tr>
<th></th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Skills</strong></td>
<td>• Excellent training and capacity building skills</td>
<td>• Proficiency in language(s) relevant to CLP alumni network</td>
</tr>
<tr>
<td></td>
<td>• Excellent financial administration skills, including review and analysis of budgets and financial reports</td>
<td>• WordPress content management</td>
</tr>
<tr>
<td></td>
<td>• Excellent verbal and written communication skills, including delivering presentations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Excellent interpersonal skills, including developing and maintaining effective business relationships remotely</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Analytical review skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Excellent administrative skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Organisation, prioritisation and time management skills, with structured and methodical approach to work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Excellent attention to detail</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Fluent written and spoken English</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Computer literate, with good knowledge of Microsoft Office Suite</td>
<td></td>
</tr>
</tbody>
</table>

<p>| <strong>Knowledge and experience</strong> | • Experience in designing and delivering training to build individual or organisation capacity | • Experience in monitoring and evaluation of conservation projects or capacity building |
|                             | • Experience in working with early-career professionals                    |                                                                                       |
|                             | • Experience in supporting others with project planning and fundraising     |                                                                                       |
|                             | • Experience in undertaking scientific research or implementing conservation projects in the field |                                                                                       |</p>
<table>
<thead>
<tr>
<th><strong>Understanding of or experience of working within the NGO sector and/or a conservation organisation</strong>&lt;br&gt;<strong>Experience of working in a cross-cultural environment</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Behavioural qualities</strong></td>
<td><strong>Ability to build positive personal and organisational relationships</strong>&lt;br&gt;<strong>Excellent team player</strong>&lt;br&gt;<strong>Shows initiative and a positive approach to dealing with challenges and problems</strong>&lt;br&gt;<strong>Ability to work effectively under pressure and to deadlines</strong>&lt;br&gt;<strong>Ability to work with sensitivity in a multicultural context</strong>&lt;br&gt;<strong>Willingness to learn and acquire new knowledge/skills</strong>&lt;br&gt;<strong>Ability to respond swiftly to changing organisational and team needs</strong></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td><strong>Commitment to FFI values and empathy with FFI’s mission</strong>&lt;br&gt;<strong>Enjoys working in overseas locations, sometimes in remote settings</strong></td>
</tr>
</tbody>
</table>
Fauna & Flora Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are inclusive, supportive & respectful
- We get things done

How to Apply

Applications should consist of the following:

- Covering letter explaining why you are applying, relating your experience and skills to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission)

Applications should be submitted electronically to Olivia.couchman@fauna-flora.org

Please mark your application ‘Programme Officer, Conservation Leadership Programme’ and indicate in your covering letter where you saw the position advertised.

The closing date for applications is Sunday 13th August at 11:59pm BST. Interviews are likely to take place during the week commencing 21st August.

No agencies please.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Applicants with Disabilities

Fauna & Flora encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, People Adviser, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org

Fauna & Flora values diversity and is committed to equality of opportunity